PROC347: Inventory Issuances and Restock

Instructor Led Training

Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

By now, you have completed all prerequisite courses for this course and discovered the different functional areas and modules included in Cardinal. In this course, we will show you how to manage inventory issuances and restock in Cardinal.

Introduction

In the Cardinal Overview course, you learned that the Procurement functional area of Cardinal is composed of four modules.

Purchasing

The Purchasing module involves the buying of goods and services and the processing of requisitions.

eProcurement

The eProcurement module provides web-based Procurement, similar to an online shopping cart experience, for users requesting goods and/or services.
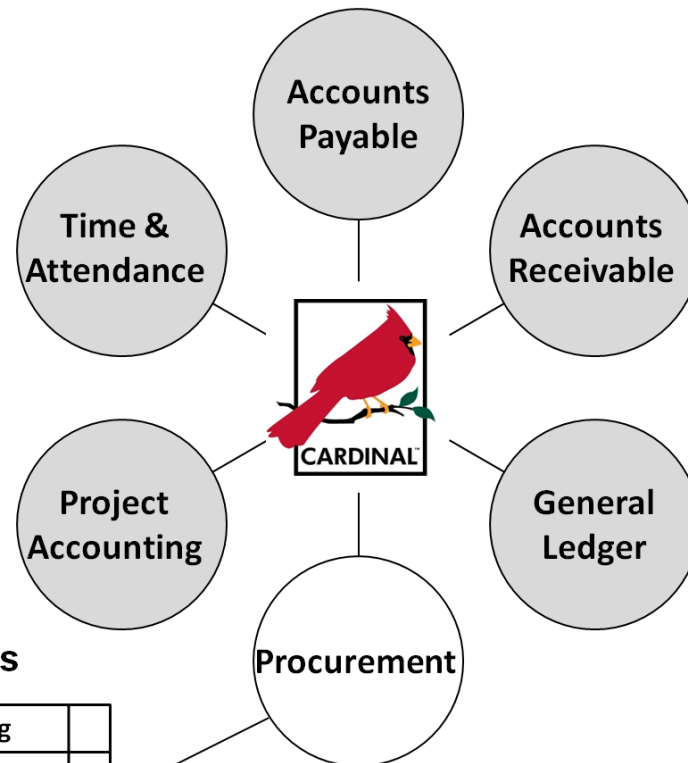
Strategic Sourcing

The Strategic Sourcing module allows end users to create and award bids/proposals to purchase orders or contracts.

Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

Cardinal Functional Areas

- Accounts Payable
- Accounts Receivable
- General Ledger
- Procurement
- Project Accounting
- Time & Attendance

Modules

Purchasing	
eProcurement	
Strategic Sourcing	
Procurement Contracts	

Course Objectives

After completing this course, you will be able to:

- Describe key inventory issuances and restock concepts.
- Describe the overall inventory issuance and restock process.
- Explain how inventory issuance and restock processing integrates with other Cardinal modules and interfaces with external systems.
- Create an issuance requisition.
- Generate requisition issuance journals.
- Create and cancel restock requisitions.
- View restock purchase orders.
- Create and cancel restock receipts.
- Handle a Web Inventory Management System (WebIMS) lockdown error.
- Handle a WebIMS down error.
- Describe the key queries.

Assessment questions at the end of each topic and/or lesson will check for your understanding.

Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Inventory Issuances and Restock
- Lesson 2: Inventory Issuance
- Lesson 3: Restock
- Lesson 4: Manual Maintenance
- Lesson 5: Inventory Issuances and Restock Queries
- Lesson 6: Inventory Issuances and Restock Hands-On Practice

Lesson 1: Understanding Inventory Issuances and Restock

In this lesson, you will learn about the following topics:

- Key Concepts

- Procurement Process

- Integration and Interfaces

Key Concepts

Some key concepts in inventory issuances and restock include:

- In Cardinal, a WebIMS-related requisition is entered on the same page as a regular requisition. A **WebIMS Req Type** dropdown is available to choose the Issuance Type. A **WebIMS** tab is available on the **Requisition** page, which is used to create inventory issuance and restock requisitions.

- In Cardinal, WebIMS-related sales to outside agencies are manually billed to the agency.

- Issuance requisitions are used to issue inventory items.

- An issuance requisition interfaces directly with WebIMS and is not sourced to a PO or sourcing event.

- WebIMS issuance requisitions will be set immediately to **Approved** upon clicking the **Submit for Approval** button by the Storekeeper.

- Storekeepers have the ability to create issuance and restock requisitions only for their assigned locations.

Procurement Process

In the Procurement Overview course, you learned that the Procurement Process in Cardinal defines how goods and services are purchased in Cardinal.

Key sub-processes in the Procurement Process include:
- Maintain Items
- Enter and process requisitions
- Enter and maintain contracts
- Strategic sourcing
- Enter and process POs
- Receive and inspect goods
- PCard/ISSP processing

Procurement Process (continued)
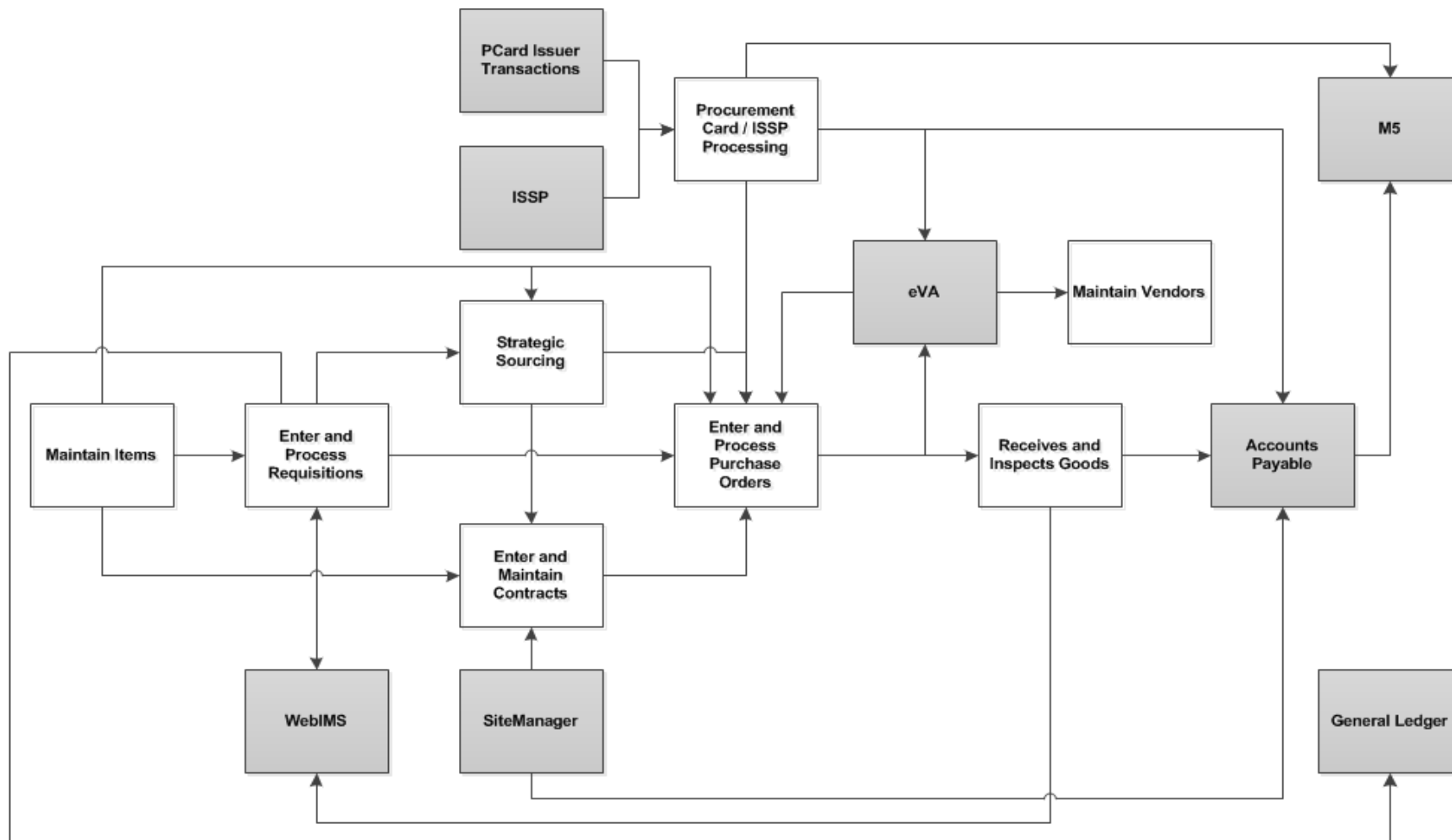
Enter and Process Requisitions

The normal process for entering and processing requisitions involves creating a requisition, creating a sourcing event (if a contract is not already in place) or sourcing the requisition to a purchase order, editing a requisition and cancelling a requisition.

In this course, we will concentrate on the WebIMS process, which deals with requisitions related to WebIMS issuance and restocking of inventory. Using Cardinal, the Storekeeper creates an online requisition for issuance and restock transactions. Completed WebIMS issuance requisitions automatically journal generate to General Ledger.

Procurement Process (continued)

Enter and Process WebIMS Inventory Issuance-Related Requisitions

When users need stock from the WebIMS system, they can contact the designated Storekeeper for their location to complete this request. The process is as follows:

- Using Cardinal, the Storekeeper creates an online requisition with one of the following requisition types**: Inv Issuance**, **WIP**, **External Sales – State Agency**, or **External Sales – Non State Agency**.
- The Storekeeper manually sets the requisition to an **Approved** status by clicking the **Submit for Approval** button. Cardinal creates a Requisition ID specific to each request.
- After the requisition is Approved, the user clicks the **Validate WebIMS** button to interface with the WebIMS system and DOC ID is generated. The order is then fulfilled and the WebIMS system inventory is decremented.
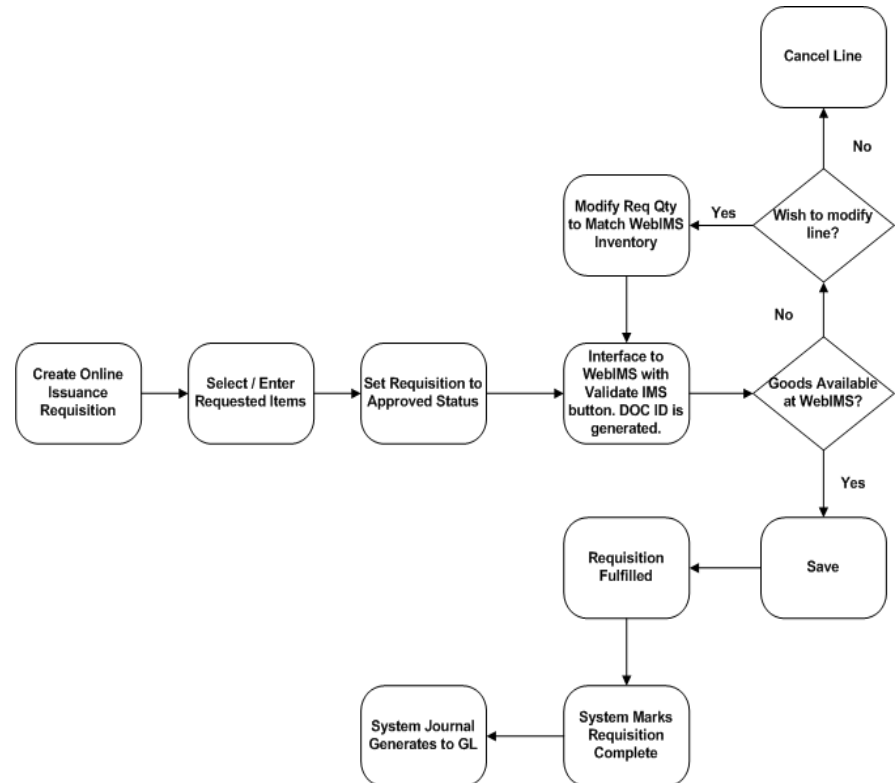
Procurement Process (continued)
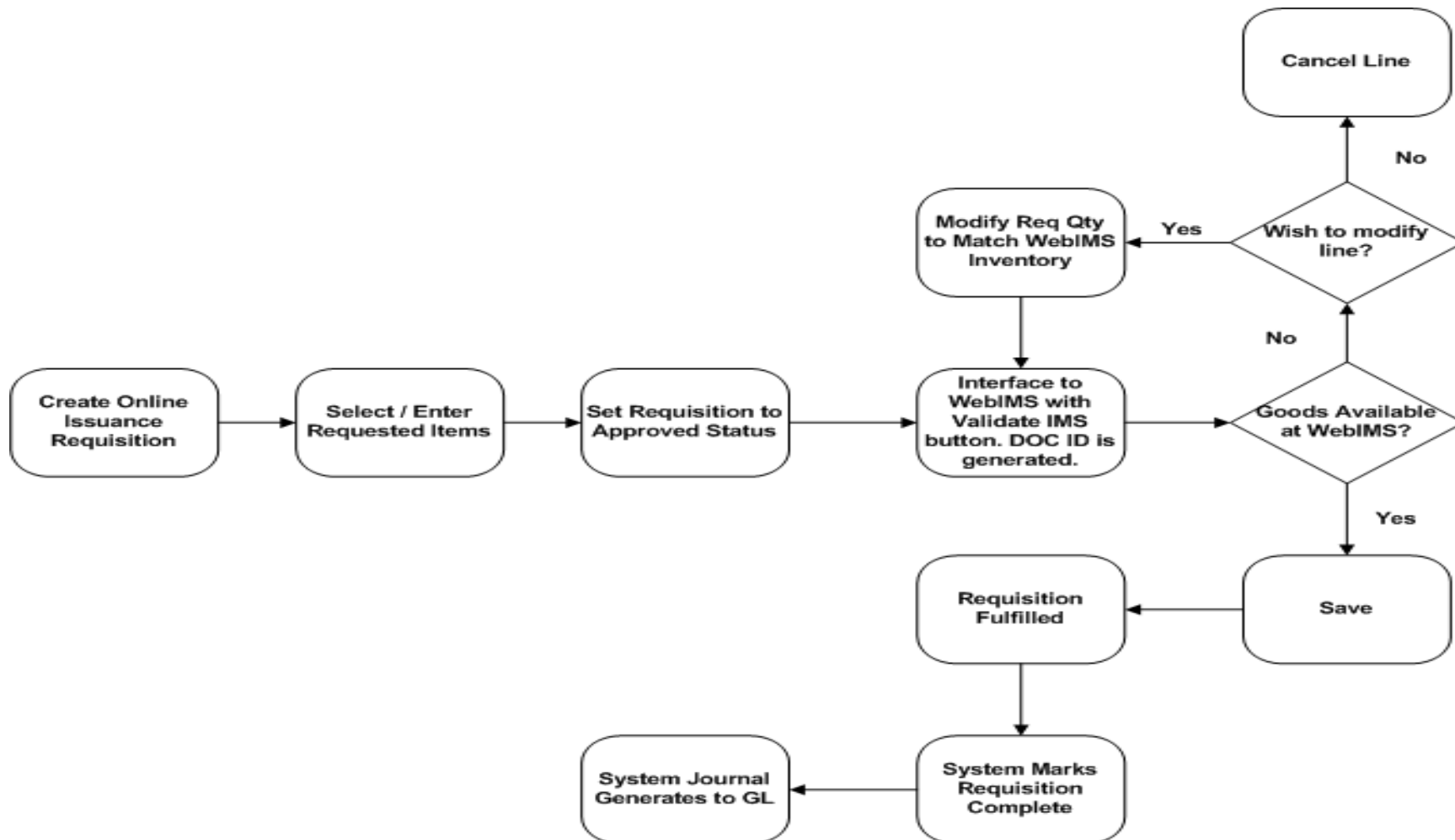
Procurement Process (continued)

Enter and Process WebIMS Inventory Issuance-Related Requisitions (Continued)

- The requisition is automatically marked **Complete** and can then be journal generated to General Ledger by the batch process.
- If the goods are not available, a message indicates how many items are available for issuance. The Storekeeper has two options:
  1. Modify the requisition quantity to match the inventory quantity available in WebIMS. This will cause the requisition to be fulfilled as an issuance requisition.
  2. Cancel the requisition line.
- An inventory issuance requisition line cannot be cancelled if the requisition has a status of **Complete**.

Note: If there is a discrepancy, the Inventory Manager needs to be contacted to resolve the issue.

- WebIMS issuance requisitions, when complete, journal generate to the General Ledger module.

- Other requisitions (restock and regular requisitions) result in the creation of a purchase order, receiver, and voucher so there is no direct integration point required with General Ledger.

Procurement Process (continued)

Enter and Process WebIMS Restock Requisitions

When users need to replenish/reorder inventory, a Restock requisition is created. These requisitions are processed in the same fashion as a regular requisition, except the chart of accounts distribution is not available for edit. The process is as follows:

- Using Cardinal, a Requestor creates an online Restock requisition.
- Cardinal creates a Requisition ID specific to each request.
- After the requisition is **Approved**, it is forwarded to the Purchasing office for processing.
- If the items are on contract, a purchase order is generated from the contract. If the items are not, a sourcing event is created and either a purchase order or contract is generated.
- Upon Receipt of the goods, the WebIMS receipt information is transferred and a DOC ID is created. The WebIMS system inventory is incremented.
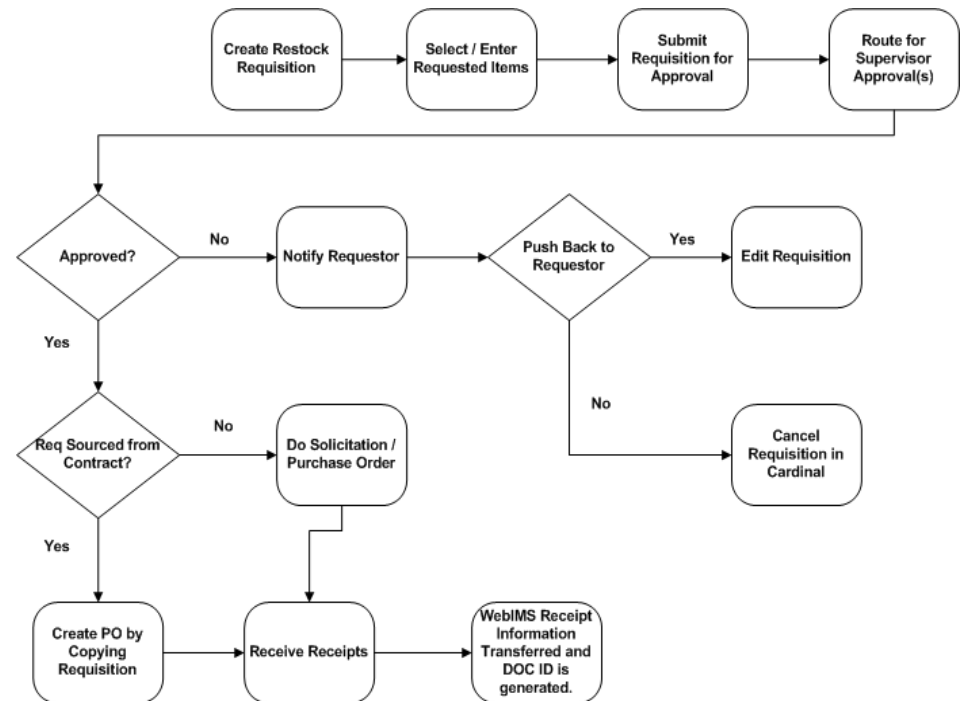
Procurement Process (continued)
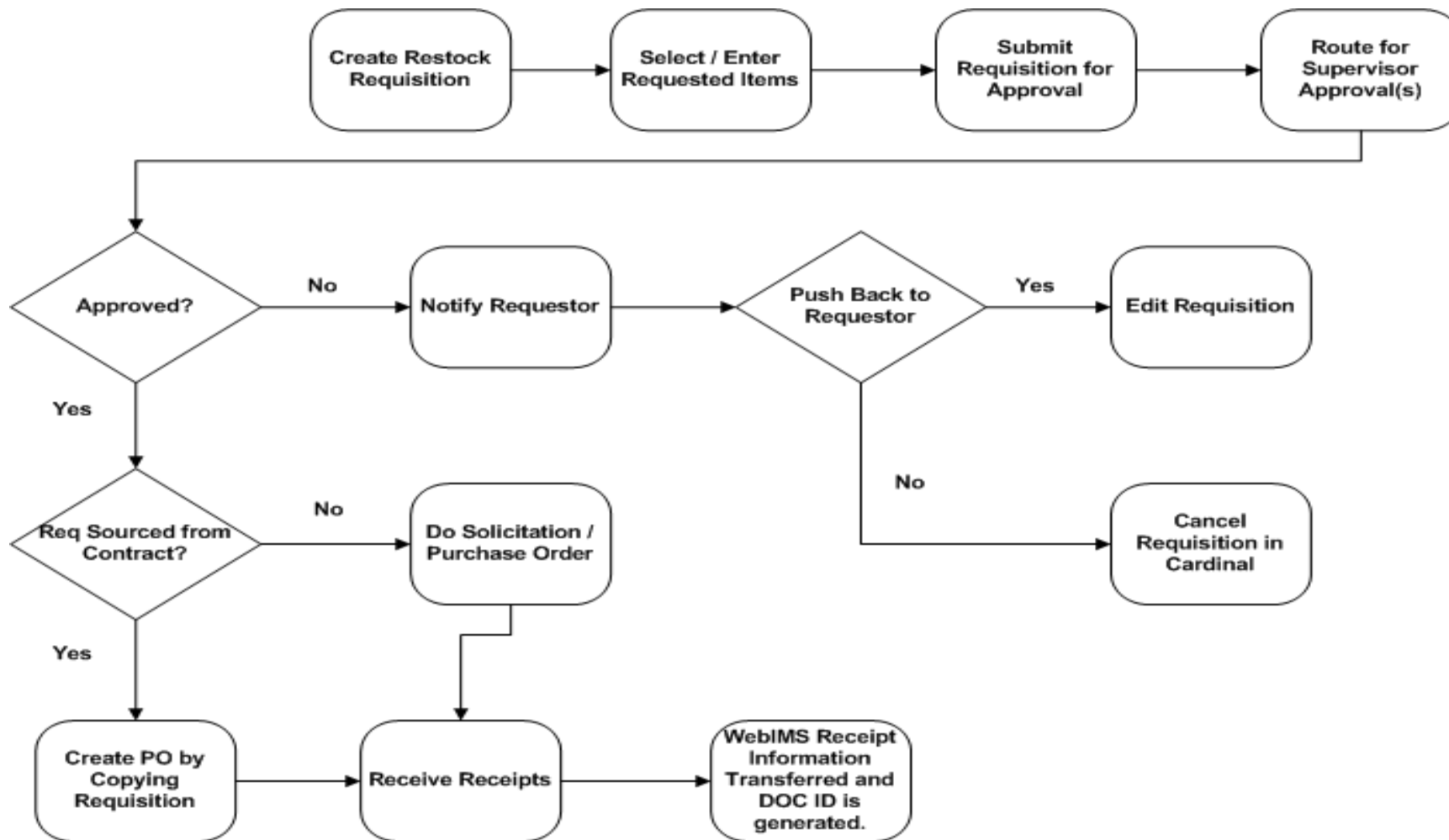
Integration and Interfaces

Integration with General Ledger

Some requisition types involve direct interaction with the General Ledger module and some requisitions types do not.

The requisition types that directly integrate with General Ledger include:

- External Sales – Non-State Agency
- External Sales – State Agency
- Inventory Issuance
- WIP

These requisitions do not result in the creation of a purchase order; therefore, the General Ledger module must be updated directly from the requisition. Once these requisitions are saved, approved, and completed, they automatically journal generated to General Ledger in a nightly batch process.
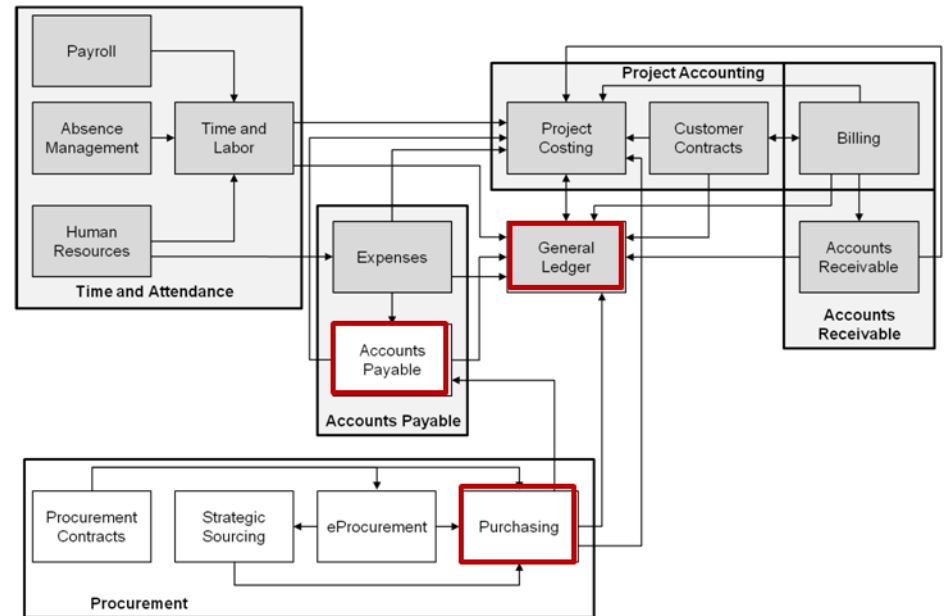
Integration and Interfaces (continued)

Integration with General Ledger (Continued)

Other requisitions (restock and regular requisitions) do not directly integrate with General Ledger. These requisitions result in the creation of a PO, so no direct integration point is required with General Ledger. Once the requisition is sourced into a PO and the PO is vouchered, the voucher distribution posts to General Ledger via the normal AP to GL post process.
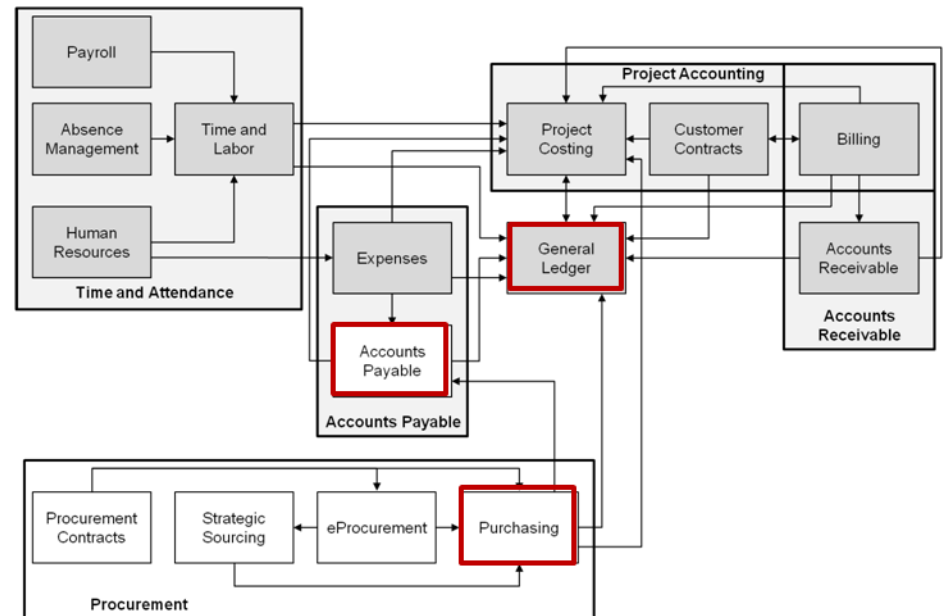
Integration and Interfaces (continued)

Integration with Project Costing

Requisitions integrate with Project Costing in different ways. Inventory Issuance requisitions, with a project associated, journal generate to General Ledger. They also update the Project Costing module.
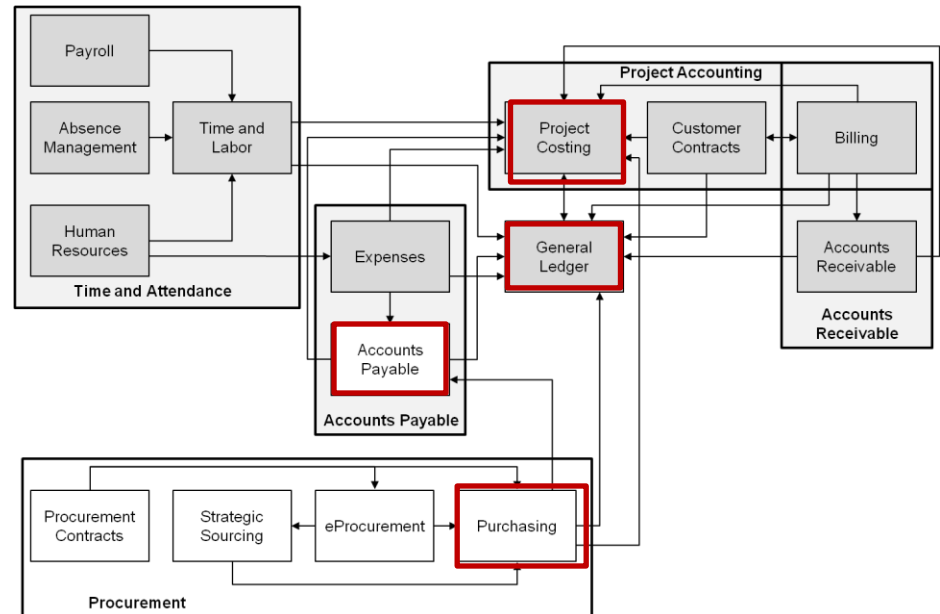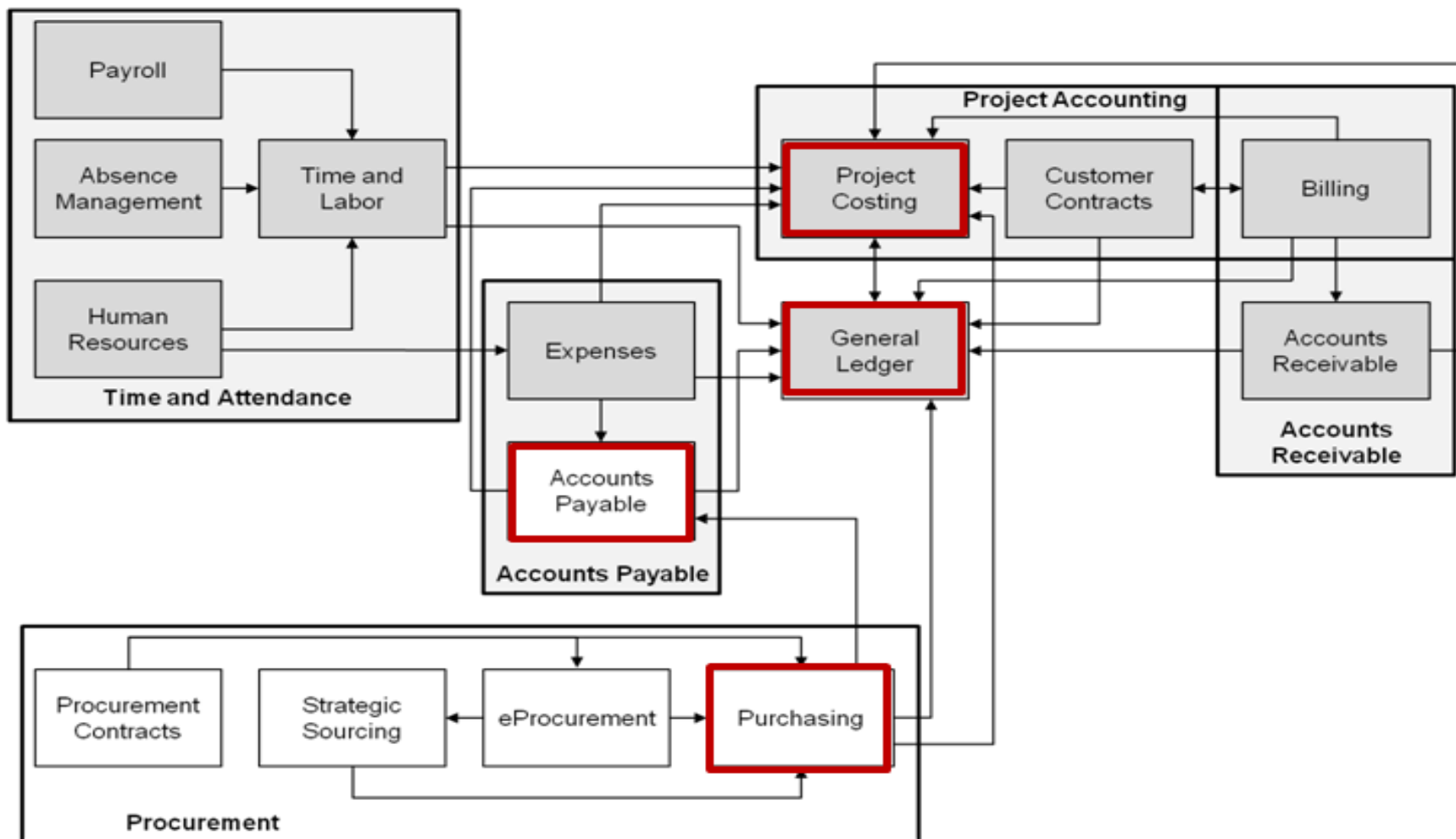
Integration and Interfaces (continued)

Interfaces with WebIMS

Requisition processing also interfaces daily with an external system:

- **Inbound Interface**: When processing an issuance or a restock requisition, a Storekeeper can issue or order items from WebIMS. When this occurs, WebIMS sends a notification to the Storekeeper alerting them of the acceptance of the order, and the order number. WebIMS updates its inventory system. Cardinal interfaces with WebIMS at the requisition line level and at the receipt level, depending upon the type of transaction.
- **Outbound Interface**: Cardinal sends requisition issuance information to WebIMS on a daily basis.

PCard Issuer Transactions

eVA

SiteManager

VDOT/eVA Reconciliation Reporting DB

CARDINAL Procurement

WebIMS

ISSP Vendor

FleetFocus M5
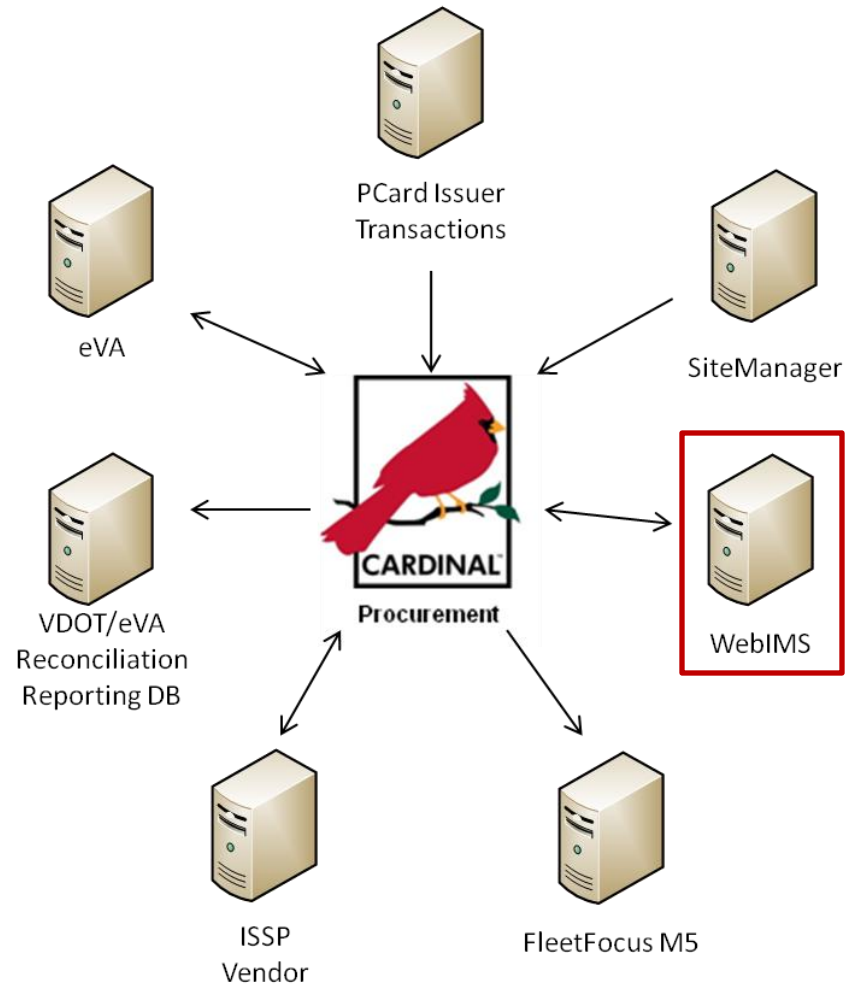
Lesson 1: Checkpoint

Answer the review questions below:

1. The _____ is able to issue WebIMS stock, order replacement stock and receive replenishment stock.

2. In Cardinal, a WebIMS-related requisition can be entered on the same page as a regular requisition. **True/False**?

3. In Cardinal, WebIMS-related sales to outside agencies are manually billed to the agency. **True/False**?

4. When creating a requisition for WebIMS-related items, if goods are not available, the Storekeeper has only one option: Modify the requisition quantity to match the inventory quantity available in WebIMS. This will cause the requisition to be fulfilled as an issuance requisition. **True/False**?

Lesson 1: Summary

In this lesson, you learned:

- The Procurement functional area is composed of the following modules Purchasing, eProcurement, Strategic Sourcing, and Procurement Contracts.
- When users need to purchase goods stocked in the WebIMS system, they can contact the designated Storekeeper for their location to complete this request.
- Some requisition types directly integrate with General Ledger and Project Costing.

Lesson 2: Inventory Issuance

In this lesson, you will learn about the following topics:

- Creating Inventory Issuance Requisitions
- Generating Requisition Issuance Journals

Creating Inventory Issuance Requisitions

A requisition is composed of multiple parts.

The **WebIMS Req Type** must be determined first and foremost.
A **Requisition Name** may be inserted as a reference, or will default in the **Requisition ID** when saved.

The **Header** section contains:
- Requester
- Requisition date
- Origin
- Defaults, Comments, Activities and Related Documents links

The **Line** section of the requisition contains the following information:
- Details (description of the line item)
- Ship to/due date
- Status
- Vendor information
- Item information
- Attributes
- Contract
- Sourcing controls
- WebIMS (**WebIMS** tab is used solely by the Storekeeper to manage WebIMS requisitions)

A requisition should have a separate line for each different item requested.

Creating Inventory Issuance Requisitions (continued)

Creating Inventory Issuance Requisitions (continued)

Another part of the requisition is the **Schedule** information. This section of the requisition defines when and where you want the item delivered. In the case of WebIMS issues, it identifies the **Ship To** location which is the location the stock is issued from.

You can navigate to this page through the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions.

Creating Inventory Issuance Requisitions (continued)

Creating Inventory Issuance Requisitions (continued)

The **Ship To** location is entered on the **Schedule** page. Click the distribution icon to enter a valid chart of accounts.

Creating Inventory Issuance Requisitions (continued)

The distribution part of the requisition identifies the chart of accounts or budget used to pay for the selected items. The distribution can be accessed by clicking the **Schedule** icon on the **Requisition** page, and then the **Distribution** icon on the **Schedule** page.

Though the system allows for multiple schedules, there should be only <u>one</u> schedule per requisition line.

A line **Schedule** may have more than one distribution. Distributions determine which ChartField values the scheduled amount will be charged against.

Creating Inventory Issuance Requisitions (continued)

Once the chart of accounts is entered, click on the **Details** tab to ensure that the correct stock location has been entered.

Creating Inventory Issuance Requisitions (continued)

Creating Inventory Issuance Requisitions (continued)

For WebIMS Issuance types, click on the **WebIMS** tab and ensure the following:

- Item must be a WebIMS item.
- **Ship to** field must be a WebIMS location and be one that the Storekeeper is authorized for.
- Storekeeper should enter the **WebIMS Issued Date**. The **WebIMS Issued Date** indicates the date of the actual issuance from WebIMS.
- Storekeeper must select or accept a **WebIMS Condition Code** value (**New** defaults). The **WebIMS Condition Code** displays the condition of the item, which can have a value of **New, Obsolete, Surplus, Used (Serviceable),** or **UsedUnserv (Unserviceable).**

Note: Regular requisitions are not related to WebIMS.

Creating Inventory Issuance Requisitions (continued)

Creating Inventory Issuance Requisitions (continued)

Processing Inventory Issuance Requisitions

Once all lines have been created and required fields are entered with valid values, the requisition can be saved for approval. The requisition is set to **Approved** by the Storekeeper selecting the green check mark.

Creating Inventory Issuance Requisitions (continued)

Interfacing to WebIMS

Once the requisition has been approved, you need to check that WebIMS has enough stock for each item ordered. This is done by clicking the **Validate WebIMS** button for each line in your requisition. Clicking this button checks WebIMS inventory via the interface.

Creating Inventory Issuance Requisitions (continued)

If Cardinal identifies that there is ample stock on hand to satisfy the request, a DOC ID is generated to identify each line in the requisition.

Creating Inventory Issuance Requisitions (continued)

If Cardinal identified that enough goods are not available in WebIMS for any of your requisition lines, the Storekeeper has two options:

- **Adjust the line quantity to match the quantity available in WebIMS:** This option causes the requisition to be fulfilled as an issuance requisition with one of the following requisition types: **External Sales – Non-State Agency, External Sales – State Agency, Inv Issuance,** or **WIP.**
- **Cancel the requisition line.**

Note: If there is a discrepancy, the Inventory Manager needs to be contacted to resolve the issue.

Creating Inventory Issuance Requisitions (continued)

Once all of the lines have been satisfied (either by issuance or cancellation), Cardinal will automatically set the requisition to complete. Click **OK** and the requisition will no longer be shown on the screen.

Creating Inventory Issuance Requisitions (continued)

To view **Complete** requisitions and details at a later date, you can navigate through the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions.

Generating Requisition Issuance Journals

The **Requisition Type** determines how the requisition is processed through Cardinal and WebIMS. The **Requisition Type** also determines if or when the requisition is journal generated to General Ledger.

POs are not created for WebIMS requisitions that have a requisition type of **External Sales – Non-State Agency, External Sales – State Agency, Inv Issuance,** or **WIP.** Consequently, these requisitions automatically journal generate to General Ledger in a nightly batch process once they are approved, and set to **Complete**.

For restock requisitions, journal generation is handled the same way as a normal PO. These requisitions do not directly interface with General Ledger. Once the requisition is sourced into a PO and the PO is vouchered, the voucher distribution processes to General Ledger via the normal AP to GL post process.

Lesson 2. Simulation

You are now about to view a simulation on creating an inventory issuance requisition.

Lesson 2: Summary

In this lesson, you learned:

- An inventory issuance requisition is composed of several sections, the header, line, schedule, and distribution.
- If Cardinal identifies that the goods are not available in WebIMS for any of the requisition lines, the Storekeeper can either adjust the line quantity to match the quantity available in WebIMS or cancel the requisition line.
- The requisition type (**WebIMS Req Type)** determines how the order is processed through Cardinal and WebIMS.
- POs are only created for WebIMS requisitions that have a requisition type of **Restock.**

Lesson 3: Restock

In this lesson, you will learn about the following topics:

- Creating Restock Requisitions
- Cancelling Restock Requisitions
- Viewing Restock Purchase Orders
- Creating Restock Receipts
- Cancelling Restock Receipts

Creating Restock Requisitions

When it is time to replenish stock, the Storekeeper will create a requisition with a **WebIMS Req Type** of **Restock**.

- A restock requisition triggers a restock of the WebIMS system by creating and dispatching a PO, following the normal requisition to PO process.

- Restock requisitions must contain a valid NIGP number that is associated with a WebIMS item number and a valid WebIMS location.

- Only a Storekeeper can create a restock WebIMS requisition and create a restock receipt for their assigned WebIMS locations. Restock requisitions are approved via the normal requisition approval process.

- Restock requisitions do not directly interface to General Ledger. Once the requisition is sourced into a PO and the PO is vouchered, the voucher distribution posts to General Ledger via normal Accounts Payable processes.

Creating Restock Requisitions (continued)

Creating a restock requisition is similar to creating a regular requisition. To create a restock requisition, you must change the **WebIMS Req Type** to **Restock**, before any other data entry is made. The Chart of Accounts distribution charge will default and cannot be changed. You need to enter the required information in the requisition header, lines, schedule, and distribution sections.

You can navigate to this page through the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Creating Restock Requisitions (continued)

Creating Restock Requisitions (continued)

Processing Restock Requisitions

Once all required information for the restock requisition is entered, you then:

- Click the **Save** button to save the requisition. Upon saving, a requisition ID number is assigned.
- Click the **Submit for Approval** check box. The requisition status changes to **Pending** and follows the normal requisition approval process.

When the supervisor approves the requisition, the WebIMS item number, location number, quantity, and DOC ID for the requisition are sent to WebIMS to update the quantity on order.

Creating Restock Requisitions (continued)

Cancelling Restock Requisitions

Cancelling a restock requisition is done the same way a regular requisition is cancelled.

WebIMS will not receive a transmission when a restock requisition is cancelled. The Storekeeper manually updates the quantity on order in WebIMS.

Cancelling restock requisitions:

- Navigate to **Main Menu > Requisitions > Purchasing > Add/Update Requisitions.**
- Click the red **X** at the top of the requisition.
- Click **Save.**

Cancelling Restock Requisitions (continued)

Viewing Restock Purchase Orders

Storekeepers can view the restock PO to check the status of the PO. Restock POs are created the same way a regular PO is created.

To view a restock PO:

- Buyers navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**
- Storekeeper navigate to **Purchasing > Purchase Orders > Review PO Information > Purchase Orders**

The **WebIMS** checkbox is selected automatically for all restock POs. The Buyer can view but not edit the checkbox. The Storekeeper cannot see the checkbox on his view of the PO.

Viewing Restock Purchase Orders (continued)

Viewing Restock Purchase Orders (continued)

Creating Restock Receipts

Creating a restock receipt is similar to creating a regular receipt. The main difference between a regular receipt and a restock receipt is that Cardinal creates a receipt DOC ID for each line of the restock receipt.

To create a restock receipt, add a new receipt, search and select the PO, and enter the receipt quantity. After the receipt is saved, Cardinal generates a DOC ID for each receipt line, and sends the receipt information to WebIMS.

You can navigate to this page through the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

Creating Restock Receipts (continued)

Creating Restock Receipts (continued)

Cancelling Restock Receipts

Cancel a restock receipt at the line level only. When the line is cancelled, the line cancellation goes to WebIMS.

To cancel a restock receipt:

- Navigate to **Main Menu > Purchasing > Receipts > Add/Update Receipts.**
- Click the red **X** next to the line of the restock receipt.
- Click save.
- Note: You cannot cancel a receipt once it has been vouchered.

Cancelling Restock Receipts (continued)

Lesson 3: Summary

In this lesson, you learned:

- Creating a restock requisition is similar to creating a regular requisition, with a requisition type of **Restock.**
- Restock requisition type must be selected before any other data entry is performed.
- Chart of Accounts distribution defaults and cannot be changed.
- Cancelling a restock requisition is done the same way as cancelling a regular requisition.
- Restock POs are created the same way regular POs are created.
- The main difference between a regular receipt and a restock receipt is that Cardinal creates a receipt DOC ID for each line of the restock receipt.
- You can cancel a restock receipt at the line level only. Line cancellation information is sent to WebIMS.

Lesson 4: Manual Maintenance

In this lesson, you will learn about the following topics:

- Handling WebIMS Lockdown Errors
- Handling WebIMS Down Errors

Handling WebIMS Lockdown Errors

Periodically WebIMS may be put in 'lockdown'. While in lockdown, receipt entry and receipt cancellation can still in occur in Cardinal. Issuance requisition entry and restock requisition processing can occur only up to a certain point in Cardinal. However, WebIMS will not receive these transactions. A message indicating that WebIMS is unavailable will display in Cardinal.

When WebIMS is in lockdown, you should hold entry of WebIMS-related activities until WebIMS is available again. If you cannot hold entry and need to enter a WebIMS-related receipt or requisition in Cardinal, do the following when WebIMS is in lockdown:

- **Receipt Entry / Cancellation**: It is strongly recommended to wait until WebIMS is available. If you do create or cancel a receipt while WebIMS is down, a manual adjustment will need to be made in WebIMS.
- **Issuance Requisition**: You can save the requisition. If possible, do not approve the requisition until WebIMS will be available for validating. Return to the requisition when WebIMS is available and complete all steps for the issuance requisition, i.e., processing the issuance requisition in WebIMS (**Validate WebIMS** button).
- **Restock Requisition**: You can save and send these for approval while WebIMS is in lockdown. When the last approver attempts to approve the restock requisition, and WebIMS is in lockdown, an error message will display saying the restock requisition cannot be approved. The restock requisition will have to be approved when WebIMS is available.

Handling WebIMS Lockdown Errors (continued)

Handling WebIMS Down Errors

Normally when WebIMS is unavailable, including unplanned downtime, an e-mail communication is sent to all Storekeepers. Receipt entry and receipt cancellation can still in occur in Cardinal. Issuance requisition entry and restock requisition processing can occur only up to a certain point in Cardinal. When you know that WebIMS is down, you should hold entry of WebIMS-related activities until WebIMS is available again.

If you are entering WebIMS-related activities in Cardinal and in the middle of them, find out that WebIMS is down (i.e., a message is displayed in Cardinal indicating WebIMS is down), do the following:

- **Receipt Entry**: When you save and then see the message indicating WebIMS is down, you should immediately go back and cancel the receipt. When WebIMS is available again, re-enter the receipt. If you do not cancel the receipt, a manual adjustment will need to be made to WebIMS. Note that if the receipt is already associated with a voucher, it cannot be cancelled.

- **Receipt Cancellation**: A manual adjustment will need to be made in WebIMS.

- **Issuance Requisition**: When you click to **Validate WebIMS** and then see the message indicating WebIMS is down, save and exit the requisition. Return to the requisition when WebIMS is available and complete all steps for the issuance requisition, i.e., clicking to **Validate WebIMS** again.

- **Restock Requisition**: A message indicating WebIMS is down will be displayed to last approver when he/she attempts to approve the restock requisition. This error message will state that the restock requisition cannot be approved. The restock requisition will have to be approved when WebIMS is available.

Lesson 4: Summary

In this lesson, you learned:

- While WebIMS is in lockdown or is down, you should hold entry of WebIMS-related activities until WebIMS is available again. However, these activities can still occur in Cardinal if needed but WebIMS will not receive these transactions.
- When WebIMS-related activities are done in Cardinal while WebIMS is unavailable, manual adjustments may need to be made.

Lesson 5: Inventory Issuances and Restock Queries

In this lesson, you will learn about the following topic:

- Queries

Queries

Inventory issuance and restock requisition queries can be run at various intervals. There are numerous inventory issuance and restock requisition queries. Inventory Issuance and restock requisition queries include:

- WebIMS Item Cross Reference
- WebIMS Requisition Not Journal Generated
- WebIMS Vouchers Not Posted

Queries (continued)

WebIMS Item Cross Reference

The WEBIMS Item Cross Reference (V_PR_WEBIMS_ITEM_XREF) query provides a cross reference from WebIMS Item ID to NIGP Item ID. You can input the NIGP Item ID and the query will return the WebIMS Item ID. This report is used by Requesters and Storekeepers to find the corresponding WebIMS number to the NIGP number.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_ITEM_XREF

V_PR_WEBIMS_ITEM_XREF - WEBIMS Item Cross Reference

SetID: 50100
Item: 0041404099
WebIMS Item ID:

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-6 of 6 Last

	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID
1	50100	0041404999	03/12/2011	Sandpaper	240006007
2	50100	0041404099	05/04/2011	Guardrail	240006017

Queries (continued)

WEBIMS Requisition Not Journal Generated

The WEBIMS Requisition Not Journal Generated (V_PR_WEBIMS_REQNOTJRNLGEN) query provides a list of requisitions with a requisition type of **External Sales – Non State Agency, External Sales – State Agency, Inv Issuance**, or **WIP** and that have not been journal generated. This query will not return results for restock requisitions, as the accounting will journal generate via the voucher process, not from the requisition. This query is used by Storekeepers to assist with reconciliation of WebIMS.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_REQNOTJRNLGEN

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit: 50100

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (9 kb)

View All

First 1-23 of 23 Last

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code
1	50100	0000000222	0000000222	C	05/02/2011	ONL	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000147	N
2	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000148	N
3	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	2	1	1	2.0000	24.000	0041404021	I000000148	N
4	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	3.0000	36.000	0041404021	I000000148	N
5	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	4.0000	48.000	0041404021	I000000148	N
6	50100	0000000229	0000000229	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021		N
7	50100	0000000234	0000000234	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000151	N
8	50100	0000000236	0000000236	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	3.0000	36.000	0041404021	I000000154	N
9	50100	0000000217	0000000217	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	1.0000	12.000	0041404021	I000000141	N
10	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000142	N
11	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	1.0000	12.000	0041404021	I000000142	N
12	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	1.0000	12.000	0041404021	I000000142	N

Queries (continued)

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit: 50100 🔍

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (9 kb)

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First ◀ 1-23 of 23 ▶ Last

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code
1	50100	0000000222	0000000222	C	05/02/2011	ONL	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000147	N
2	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000148	N
3	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	2	1	1	2.0000	24.000	0041404021	I000000148	N
4	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	3.0000	36.000	0041404021	I000000148	N
5	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	4.0000	48.000	0041404021	I000000148	N
6	50100	0000000229	0000000229	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021		N
7	50100	0000000234	0000000234	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000151	N
8	50100	0000000236	0000000236	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	3.0000	36.000	0041404021	I000000154	N
9	50100	0000000217	0000000217	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	1.0000	12.000	0041404021	I000000141	N
10	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000142	N
11	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	1.0000	12.000	0041404021	I000000142	N
12	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	1.0000	12.000	0041404021	I000000142	N

Queries (continued)

WEBIMS Vouchers Not Posted

The WEBIMS Vouchers Not Posted (V_PR_WEBIMS_VCHR_PREPOST) query provides a list of WebIMS-related receipts that have not been voucher posted. This query will only return results for WebIMS receipts with a type of **Restock** and uses date criteria to provide this information at a given point in time. This query is used by Storekeepers to assist with reconciliation of WebIMS.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

V_PR_WEBIMS_VCHR_PREPOST - IMS Vouchers not posted

From Req Date: 01/11/2011
Thru Req Date: 08/11/2011

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

First 1-7 of 7 Last

	Business Unit	Requisition ID	Requisition Name	Requisition Status	Req Date	Requester ID	PO ID	PO Line Nbr	PO Line Sched Nbr	Distribution Li	Receiver Business Unit	Receiver ID	Receiver Header Status	Receiver Line Nbr	Receiver Ship Seq nbr	Receiver Distrib Line Nbr	WebIMS Receiver Doc ID	Receiver Line Status	Item ID	Receiver Oprid	Receipt Date	Ship To ID	Receiver Merchandise Amt	Voucher ID	Voucher Line Nbr	Voucher Distrib Line Nbr
1	50100	02PR0902	02PR0902	Approved	06/13/2011	V_PR_WEBIMS_STOREKEEPER	02PR0902	1	1	1	50100	02PR0902A	Fully Received	1	1	1	R000000001	Received	7507766640	V_PR_WEBIMS_STOREKEEPER	06/15/2011	ACCOMC AHQ	33.340			
2	50100	02PR0902	02PR0902	Approved	06/13/2011	V_PR_WEBIMS_STOREKEEPER	02PR0902	2	1	1	50100	02PR0902A	Fully Received	2	1	1	R000000002	Received	0851520080	V_PR_WEBIMS_STOREKEEPER	06/15/2011	ACCOMC AHQ	208.000			
3	50100	0000000179	020903T2C	Approved	07/29/2011	V_PR_WEBIMS_STOREKEEPER	0001003034	2	1	1	50100	0001500063	Fully Received	1	1	1	R000000021	Received	7754577327	V_PR_WEBIMS_STOREKEEPER	08/01/2011	AMHRST AHQ	8700.000			
4	50100	02PR0903D	02PR0903D	Approved	07/21/2011	V_PR_WEBIMS_STOREKEEPER	02PR0903D	1	1	1	50100	0001500052	Fully Received	1	1	1	R000000010	Hold	7507766150	V_PR_WEBIMS_STOREKEEPER	07/22/2011	AMHRST AHQ	660.000			
5	50100	0000000169	020902dm2	Approved	07/28/2011	V_PR_WEBIMS_STOREKEEPER	0001003022	2	1	1	50100	0001500054	Fully Received	2	1	1	R000000013	Received	7507766148	V_PR_WEBIMS_STOREKEEPER	07/28/2011	AMHRST AHQ	1683.000			
6	50100	02PR0903D	02PR0903D	Approved	07/21/2011	V_PR_WEBIMS_STOREKEEPER	02PR0903D	2	1	1	50100	0001500052	Fully Received	2	1	1	R000000011	Received	7754577327	V_PR_WEBIMS_STOREKEEPER	07/22/2011	AMHRST AHQ	1238.400			
7	50100	0000000179	020903T2C	Approved	07/29/2011	V_PR_WEBIMS_STOREKEEPER	0001003034	1	1	1	50100	0001500062	Fully Received	1	1	1	R000000019	Received	7507766150	V_PR_WEBIMS_STOREKEEPER	08/01/2011	AMHRST AHQ	550.000			

Queries (continued)

V_PR_WEBIMS_VCHR_PREPOST - IMS Vouchers not posted

From Req Date: 01/11/2011

Thru Req Date: 08/11/2011

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

	Business Unit	Requisition ID	Requisition Name	Requisition Status	Req Date	Requester ID	PO ID	PO Line Nbr	PO Line Sched Nbr	Distribution Li	Receiver Business Unit	Receiver ID	Receiver Header Status	Receiver Line Nbr	Receiver Ship Seq nbr	Rec Dis Line
1	50100	02PR0902	02PR0902	Approved	06/13/2011	V_PR_WEBIMS_STOREKEEPER	02PR0902	1	1	1	50100	02PR0902A	Fully Received	1	1	
2	50100	02PR0902	02PR0902	Approved	06/13/2011	V_PR_WEBIMS_STOREKEEPER	02PR0902	2	1	1	50100	02PR0902A	Fully Received	2	1	
3	50100	0000000179	020903T2C	Approved	07/29/2011	V_PR_WEBIMS_STOREKEEPER	0001003034	2	1	1	50100	0001500063	Fully Received	1	1	
4	50100	02PR0903D	02PR0903D	Approved	07/21/2011	V_PR_WEBIMS_STOREKEEPER	02PR0903D	1	1	1	50100	0001500052	Fully Received	1	1	
5	50100	0000000169	020902dm2	Approved	07/28/2011	V_PR_WEBIMS_STOREKEEPER	0001003022	2	1	1	50100	0001500054	Fully Received	2	1	
6	50100	02PR0903D	02PR0903D	Approved	07/21/2011	V_PR_WEBIMS_STOREKEEPER	02PR0903D	2	1	1	50100	0001500052	Fully Received	2	1	
7	50100	0000000179	020903T2C	Approved	07/29/2011	V_PR_WEBIMS_STOREKEEPER	0001003034	1	1	1	50100	0001500062	Fully Received	1	1	

Lesson 5: Summary

In this lesson, you learned:

- There are three inventory issuance and restock requisition queries available: WebIMS Item Cross Reference, WebIMS Requisition Not Journal Generated, and WebIMS Vouchers Not Posted.

Lesson 6: Inventory Issuances and Restock Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.

Course Summary

In this course, you learned to:

- Describe key inventory issuances and restock concepts
- Describe the overall inventory issuance and restock process
- Explain how inventory issuance and restock processing integrates with other Cardinal modules and interfaces with external systems
- Create an issuance requisition
- Generate requisition issuance journals
- Create and cancel restock requisitions
- View restock purchase orders
- Create and cancel restock receipts
- Handle a WebIMS lockdown error
- Handle a WebIMS down error
- Describe the key queries

Course Evaluation

Congratulations! You have successfully completed the **PROC347: Inventory Issuances and Restock** course. Please use the evaluation link to assess this course.

Appendix

- Key Terms

- Flow Chart Key

Key Terms (continued)

- **Buyer**: A Buyer is authorized to create a purchase order.

- **External Sales – Non-State Agency:** The selling of materials to any non-state agency. This includes cities, counties, towns, and other governmental entities not a termed a state agency. It also includes sales to private contractors if they have been approved, i.e., Turnkey Asset Maintenance Services (TAMS) contractors.

- **External Sales – State Agency:** The selling of materials to another state agency

- **Inventory Issuance :** Generally contains item, description, quantity, unit of measure, unit price, and total price information on each line.

- **Purchase Order:** A purchase order is a commitment from an organization to a vendor to purchase goods or services from that vendor. It lists purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, and is part of the contractual nature of the purchase order.

- **Regular**: This is a regular requisition, not related to WebIMS.

- **Requester**: An individual who requests goods or services to be entered into Cardinal by the Requisitioner (or Requisition Processor in Cardinal).

- **Requisitioner (or Requisition Processor in Cardinal):** A Requisitioner is an individual that enters the requisition into Cardinal. This may be the same individual as the Requestor.

Key Terms

- **Restock**: Requisition to purchase items to replenish WebIMS stock.

- **Storekeeper**: The designated person(s) responsible for handling orders placed via Cardinal and being filled by WebIMS. The district Storekeeper orders, receives and issues WebIMS stock. WebIMS is a custom order fulfillment solution used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.

- **Sourcing**: Sourcing is the process of creating purchase orders from requisitions.
- which interfaces with Cardinal to manage inventory stock (ordering and issuance), using a requisition. Cardinal users can create requisitions requesting inventory from WebIMS, which sends the item, quantity, location, and IMS location number to WebIMS to issue inventory. Once the order is accepted, WebIMS decrements the inventory and sends a message back to Cardinal.

- **Work In Progress (WIP):** Taking two or more items and making something that is different, i.e., mixing salt and sand and the new items is mixed abrasives. Each item has a unique National Institute of Governmental Purchasing (NIGP) stock number.

- **Vendor**: Any person or other entity that provides goods or services, or receives refunds, including suppliers, federal, state and local government entities, and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal.

- **WebIMS:** WebIMS stands for Web Inventory Management System. WebIMS is VDOT's inventory management system,
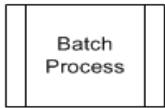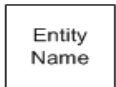
Flow Chart Key

FLOW CHART KEY
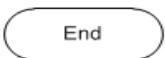
Symbol	Description
Step Description	Depicts a process step or interface.
Batch Process	Specifies a batch process.
Manual Operation	Depicts a process or step that is performed manually.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.
Entity Name	Specifies an entity (person, organization, etc.).
Process	Depicts a process.
Start	Indicates point at which the process begins. Does not represent any activity.
End	Indicates point at which the process ends. Does not represent any activity.
Document	Depicts a document of any kind, either electronic or hard copy
X	Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
Budget YE Close GL	Connects steps between business processes.